

## **IT Security Toolkit Priorities**

### ***Top Priorities***

- Compile/Collect ALL required existing information, forms, documents, etc.
- Put all this info in ONE central location
- Make sure ALL info is current
- Repackage info in a user-friendly format

### ***Lower Level Priorities***

- Add new content that is relatively easy to obtain
- Redesign site  
Add graphics
- Create original content
- Add “live” content (ie, content that constantly changes, such as a news feed)

## **Major Categories (ie, main navigation buttons):**

### ***Policies/Regulations***

### ***Security Front to Back***

### ***Forms/Templates/Checklists***

### ***Required Plans***

### ***Help Desk***

### ***Incident Response***

## **Special Features:**

## ***The Hot List***

## ***Search (most likely NOT available)***

## ***Tip of the Month***

## ***Virus Alerts***

## ***Security Chat (possible)***

# **Expanded Information Architecture**

## ***Policies/Regulations***

- Policy road map/start here! (will be a regulations matrix/overview (original content; will have to create), or some type of road map explaining how to make sense of all the regulations)
- Federal regulations
- NIST regulations
- FSA regulations
- Ed. regulations

## ***Security Front to Back***

- Security fundamentals
- Solution life cycle
- Required plans
- Certification & accreditation
- Continuity of support (contingency planning)
- Risk assessment
- Incident response
- Tier info
- Critical infrastructure
- Disaster recovery
- Data classification
- Privacy
- Configuration management
  - ECM (enterprise change management)
- System interconnections
- Roles and responsibilities
- Personnel
- Inventory training
- Cost estimation guide

For each topic listed, we will have the following subcategories:

- Overview

## **Content to have on the SSO toolkit site**

- Guidance
  - Federal guidance
  - NIST guidance
  - Ed. guidance
  - FSA guidance
- Required plans
  - List of required plans/intro
- Tools
  - Completed example
  - Checklists
  - Templates
- Training
- Laws
- For more info
- Contacts

### ***Forms/Checklists/Templates***

- Personnel forms
  - System access forms
  - Background check forms
  - Nondisclosure/confidentiality agreement
  - Privacy impact assessment
  - Rules of behavior
  - SSO assignment letter
- Document templates
  - Reports
  - Memorandums of understanding
  - Assignment letters
- System interconnections
- Contingency planning
- System inventory
- Retirement

### ***Required Plans***

- List of all plans
- System security plan
- Continuity of support plan (contingency plan)
- Risk assessment
- Critical infrastructure protection plan
- System interconnection plan
- Privacy impact assessment
- Configuration management plan
- Interconnection plan

## Content to have on the SSO toolkit site

- Inventory worksheet

### ***Help Desk***

- Org. charts
  - VDC
  - FSA
  - Ed.
- FAQs
- Staff/contractor directory
- Definitions/acronyms
- Architecture diagrams
- Ask an expert
- Links

### ***Incident Response***

- Security event report
- Implementation guide
- Flowchart
- Incident prevention
  - STARS
- Links
- Alert archive

## Content to Have on the SSO Toolkit Site

### ***Content from Existing FSAnet/Big ED Sites***

#### **Must Have**

- simplified architecture diagram (as opposed to the “hairball” diagram) from Front2Back? (Reference Desk)
- Link to Big Ed security awareness training section
- All the required policy and regulations documents: NIST, FSA, OMB, etc.
- The checklists that are in the system security process guide—all grouped together under one major heading, then grouped by task/plan/deliverable?
- Include the electronic document templates?
- Contact list, including FSA contractors (Ref Desk)
- The online IT security training from connected
- Acronym list/common definitions (available from the cio link on fsanet)—NEED TO EXPAND ON THIS LIST, and also include a link to [www.whatis.com](http://www.whatis.com) on this page. Also, need to explain the confusion caused by different acronyms for essentially the same thing—eg, COB vs. COP vs. COOP (all the same thing)
- Samples of completed plans, MOUs, etc.

## **Content to have on the SSO toolkit site**

- Some of the material from this site:  
<http://connected1.ed.gov/po/ocio/links/index.html>

### **Nice to Have**

- The “Account Request Form”? [http://fsanet/cio/library/it\\_services/arf.pdf](http://fsanet/cio/library/it_services/arf.pdf)s
- Compile checklists in a central location?
- Inspector General guidance/requirements/news
- Add the VDC org chart [http://fsanet/cio/techcenter/vdc/vdc\\_org\\_chart\\_oct02.ppt](http://fsanet/cio/techcenter/vdc/vdc_org_chart_oct02.ppt) (Ref Desk, but only if we can get current version)
- roles and responsibilities document (or maybe just a summary of it)

## **Content From External Sites**

### **Must Have**

- Current version of FISMA (which replaced GISRA)  
<http://www.fedcirc.gov/library/legislation/FISMA.html>
- links to [www.whatis.com](http://www.whatis.com), as well as [www.acronymfinder.com](http://www.acronymfinder.com)
- <http://www.gcn.com/security>
- The “guide to selecting good passwords”  
(<http://www.alw.nih.gov/Security/Docs/passwd.html>)
- Frequently asked questions (there’s a good one available at <http://csrc.nist.gov/fasp/FAQ.html>)
- Other good security links (for the reference desk section)

## **Original Content (Content That Will Have To Be Created)**

### **Must Have**

- Consolidation of all current system access forms from all offices/depts. (approx. 19) into one unified form
- List of all steps in the C&A process
- Folder containing all the necessary paperwork for employees to get system access, security badges, background checks, etc. (from Monica Glee)
- SSO/FSA-specific FAQs document
- A prominently highlighted section that lists all recent document revisions (need to come up with a clever name for this section—like “Latest and Greatest,” EXTRA! EXTRA!). Maybe also include a concise summary of any changes.
- System security project plan, with clickable “deliverable” links that will lead to required documents, forms, checklists, etc.
- Info that helps SSOs add, delete, modify, and maintain user accounts—search for guidance!
- An organizational chart of the entire IT department/CIO office
- Clickable system life-cycle graphic—eg, if you clicked on one phase, all the tasks, deliverables, and documentation associated with that phase would pop up.

## **Content to have on the SSO toolkit site**

- Links to security-related resources (and also, perhaps, some writing/document production resources)
- Online versions of all the forms

### **Nice to Have**

- Calendar of upcoming events, deadlines, training sessions, etc. (see if FSAnet can create this)
- Quick summaries of the NIST publications (a Cliff's notes for the NIST publications)—a little more in depth than the ones on the current website. I'm thinking maybe one-page (maximum) summaries of each.
- List of both FSA AND contractor contacts. Brief description of contractor roles and responsibilities/areas of expertise. (Eg, who to call when you need what type of assistance) Also include email links (not on current contact list).
- Visio diagram of a basic network security configuration
- Maybe a geek word of the week?
- Maybe a section called "SSO Central," which will hold all necessary checklists, matrices, documents, procedures, contacts, etc., in one central location
- Live content that *changes* each day/week—eg, latest security news, virus alerts. Perhaps a link to a security newsletter, or a federal newsletter (eg, Federal Computer News).
- A "Tip of the Month" feature, highlighting a new security tip—or maybe a more mundane tip on how to help streamline SSO's workload. Or, maybe just a simple MS Word/Email tip!
- Maybe a table listing/comparing FISMA/NIST/FSA security requirements?
- Checklist for assigning new users to the system/ensuring they have training
- "Quick-Start" Procedures—overviews of common tasks SSOs must perform.

### ***Functionality to Add***

- Add a sitewide search function
- Bulletin board
- Web-enabled forms

## Preliminary IT Toolkit Page Count

Content Area/Page	# of Pages	Comments
FSA Homepage	1	Only work required is to add a high-level link to the toolkit from the homepage (eg, create a new tab for it, or put a link in the existing Tech Center tab).
IT Toolkit homepage	1	This is the homepage, and will likely require the most design work.
Major navigation subpages	6	These are equivalent to second-level pages—one for each of our major categories.
Policy subpages	5	
Required plans subpages	7	
Help desk subpages	13	
Forms/templates/checklists subpages	4	
Security A to Z subpages	18	
<b>Total Known Pages</b>	<b>55</b>	
<b>PLUS</b>		
To be determined pages (“fudge factor”)	10	These are just to account for unanticipated pages—might not use any of them.
<b>Total Potential Pages</b>	<b>65</b>	